

Hall of Records
Commission

REQUEST FOR RECORDS RETENTION SCHEDULE

To be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE
NO.

371

PAGE
NO.

1.

1. Requesting Agency

COMPTROLLER OF THE TREASURY

2. Division or Bureau of Requesting Agency

INCOME TAX DIVISION, Auditing Section

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1.	<p><u>NUMERICAL REGISTERS</u></p> <p>Size: 12" x 14" x 3" volumes Dates: 1937 - - Quantity: 836 volumes (280 cubic feet, est.) File Arrangement: Chronological by year, by series, and numerical by account number therein Annual Accumulation: 60 volumes (est.) Disposable Amount: 200 volumes (100 cubic feet), est. Audit: State</p> <p>Numerical Registers are prepared on IBM tabulating equipment. Each Register sheet tabulates information from approximately a dozen tax returns. This information facilitates the checking and auditing of returns. The Registers covering individual taxpayers consist of two primary series--the "Refund" and the "Full Pay". The Refund Registers give the taxpayer's account number, his name and address, the amount of the refund, and the number of the check sent to the taxpayer. The Full Pay Registers give the taxpayer's account number, name and address, total tax, the balance due and remitted with the return, and the amount of tax which has been withheld. In some instances additional assessments are shown. Other Register series include the "Installment," "Non-taxable," and "Corporation." The recommendation below applies to all Register series.</p> <p>RECOMMENDATION: RETAIN FOR TEN YEARS AND THEN DESTROY.</p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">APPROVED HALL OF RECORDS COMMISSION</p>

7. Agency, Division or Bureau Representative

[Signature]

Chief - Income Tax Division

9-6-60

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

7/7/1960
Date

[Signature]
Archivist

OCT 5 1960
Date

[Signature]
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

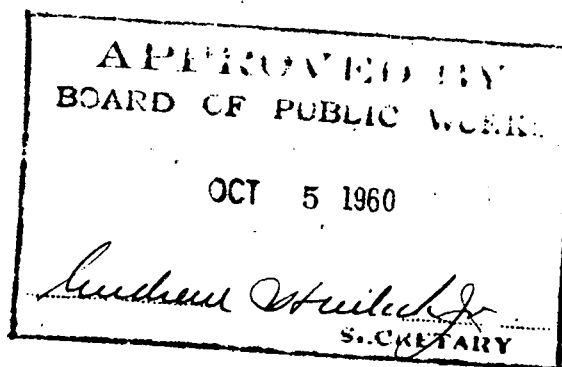
SCHEDULE
NO.

371

PAGE
NO. (371) 2.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
2.	<p><u>CANCELED TAX REFUND CHECKS</u></p> <p>Size: IBM card size Dates: 1955 - - Quantity: 700 filing trays (approx.) or 350 cubic feet File Arrangement: Numerical by check number Annual Accumulation: 160 filing trays (est.) or 80 cubic ft. Disposable Amount: 160 cubic feet (est.) Audit: State</p> <p>Tax Refund Checks are returned to the Income Tax Division after payment and cancellation. Checks are currently prepared on IBM card stock. Each check shows the check number, the account number, the name and address of the payee, the date, the amount of the refund, and the name of the bank upon which the check is drawn.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.</p>	

APPROVED
HALL OF RECORDS COMMISSION



REQUEST FOR RECORDS RETENTION SCHEDULE

To be Submitted to the Records Management Division

Hall of Records Commission

SCHEDULE
NO.

371

PAGE
NO.

1.

1. Requesting Agency

COMPTROLLER OF THE TREASURY

2. Division or Bureau of Requesting Agency

INCOME TAX DIVISION, Auditing Section

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.1. NUMERICAL REGISTERS

Size: 12" x 14" x 3" volumes

Dates: 1937 - -

Quantity: 836 volumes (280 cubic feet, est.)

File Arrangement: Chronological by year, by series, and
numerical by account number therein

Annual Accumulation: 60 volumes (est.)

Disposable Amount: 200 volumes (100 cubic feet), est.

Audit: State

Numerical Registers are prepared on IBM tabulating equipment. Each Register sheet tabulates information from approximately a dozen tax returns. This information facilitates the checking and auditing of returns. The Registers covering individual taxpayers consist of two primary series--the "Refund" and the "Full Pay". The Refund Registers give the taxpayer's account number, his name and address, the amount of the refund, and the number of the check sent to the taxpayer. The Full Pay Registers give the taxpayer's account number, name and address, total tax, the balance due and remitted with the return, and the amount of tax which has been withheld. In some instances additional assessments are shown. Other Register series include the "Installment," "Non-taxable," and "Corporation." The recommendation below applies to all Register series.

RECOMMENDATION: RETAIN FOR TEN YEARS AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Chief - Income Tax Division

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of
Public Works.9/7/1960
DateMerrin S. O'Leary
ArchivistOCT 5 1960
DateLindner
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)SCHEDULE
NO.

371

PAGE
NO. (371) 2.4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

2. CANCELED TAX REFUND CHECKS

Size: IBM card size

Dates: 1955 - -

Quantity: 700 filing trays (approx.) or 350 cubic feet

File Arrangement: Numerical by check number

Annual Accumulation: 160 filing trays (est.) or 80 cubic ft.

Disposable Amount: 160 cubic feet (est.)

Audit: State

Tax Refund Checks are returned to the Income Tax Division after payment and cancellation. Checks are currently prepared on IBM card stock. Each check shows the check number, the account number, the name and address of the payee, the date, the amount of the refund, and the name of the bank upon which the check is drawn.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSIONAPPROVED BY
BOARD OF PUBLIC WORKS

OCT 5 1960

Andrew Whitely
S. SECRETARY